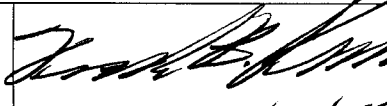| Office of Environment, Safety and Health	Managing Contracted Nuclear Safety Research Projects	Approved
EH-3x	Standard Procedure	EH-3x-SP-03 Rev 4

1. PURPOSE

This Standard Procedure specifies how the Office of Environment, Safety and Health (EH) will manage nuclear safety research projects awarded through contracts, cooperative agreements, and grants.

2. APPLICABILITY

This Standard Procedure applies to the Office of Nuclear Safety Research (ONSR). This Standard Procedure is maintained by the Deputy Assistant Secretary for Corporate Performance Assessment.

This Standard Procedure is a living document that will be revised as conditions change, and as experience shows ways to improve it. The Office of Nuclear Safety Research welcomes constructive comments on this procedure.

3. OBJECTIVES

ONSR will manage contracted nuclear safety research projects in accordance with the steps of this procedure. The objectives for managing research are to:
- ensure that the contractors or grant recipients fulfill the requirements of their contracts and grants, including the preparation, review, and final completion of project data and reports
- monitor the progress of the research to keep research customers apprised of schedules and expected outcomes
- identify and address problems and potential delays in a timely manner
- ensure that research methodologies and results are peer reviewed and presented with enough detail to ensure that current and potential future users have sufficient bases for changes to practices and policy
- ensure that DOE controls the disposition of all data, software programs and equipment at the completion of the projects
- ensure nuclear safety research is responsive to customer needs

4. RESPONSIBILITIES

4.1. The ONSR project managers:
- ensure that the contracts or grants have sufficient detail, so that expectations are well-understood
- monitor the progress of projects and disseminate status information
- identify project problems and propose resolutions
- establish and direct peer review of project methodologies and results

- close out projects, ensuring publication of final reports and disposition of equipment, software and data
- routinely communicate with customers and researchers

4.2. Director of the Office of Nuclear Safety Research

- directs the overall management of nuclear safety research projects
- reviews and approves, in consultation with the DAS for Corporate Performance Assessment, project redirections needed to address problems
- directs the overall dissemination of information on the progress and results of nuclear safety research projects
- routinely communicates with external stakeholders (e.g., DNFSB) to solicit feedback

5. REQUIREMENTS

5.1. Monitoring the progress of nuclear safety research projects

5.1.1. Contracts, cooperative agreements, and grants should be developed with schedules, deliverables, and the requirement for written monthly progress reports that detail achievements, costs, and near-term planning.

5.1.2. ONSR project managers will establish peer reviews for each project, tailoring the selection of recognized technical expert reviewers for each project. In some cases, the peer reviewers may review project methodologies and approaches before testing or analysis begins. When appropriate, the funding for peer reviews will be written into the contracts or grants.

5.1.3. ONSR project managers will monitor the progress of their projects, both through the contractor's monthly progress reports and through private communications. The frequency of private communications should be at least weekly, and more often as major milestones (e.g., tests, report preparation) are being approached and conducted.

5.1.4. ONSR project managers will routinely disseminate information on the progress of research projects during internal weekly staff meetings, to customers of the research who request such information, and to others as appropriate. Project managers will report major project accomplishments or problems to the ONSR Director as soon as they occur.

5.1.5. ONSR project managers will prepare presentations and briefing material on the progress of the projects for which they are responsible, for the following:
- annual nuclear safety research report
- quarterly journal on the results of nuclear safety research
- meetings of the Nuclear Safety Research Review Panel
- ad hoc briefings to the Chief Technical Authorities (CTAs), Chiefs of Nuclear Safety, the Defense Nuclear Facility Safety Board, line organizations, and other organizations and agencies

5.2. Addressing problems and redirecting projects

5.2.1. Technical and managerial problems with projects should be clearly identified in a timely fashion through the monitoring discussed above.

5.2.2. ONSR project managers will work with the researchers to develop proposed resolutions to the problems, including alternative approaches and methodologies, rescheduling, scope changes, budget redirection and cancellation of the projects.

5.2.3. The DAS for Corporate Performance Assessment must approve significant project redirections before they are implemented.

5.2.4. ONSR will inform the Nuclear Safety Research Review Panel, the Chief Technical Authorities, Chiefs of Nuclear Safety, and line organizations of proposed major changes in the scope, schedule or budget of projects

5.3. Completing projects

5.3.1. Contracts, cooperative agreements, and grants should be written to ensure that sufficient funds will be available (perhaps allocated separately) to close out projects, including the review and issuance of the final project report.

5.3.2. ONSR project managers will individually review project data and draft project reports, and submit these for peer review.   The project managers will compile comments and suggestions from these reviews and submit them for resolution.

5.3.3. ONSR project managers and the Director of ONSR must approve the final drafts of project reports before they are published and disseminated.

5.3.4. As part of the project close-out, ONSR project managers will direct the disposition of hardware, software, test equipment and interim analysis or test data that were purchased for, or developed during each project.   Planning and funding for this disposition should be part of the contract or grant for each project.

6. REFERENCES

DOE *Implementation Plan to Improve Oversight of Nuclear Operations (in response to Defense Nuclear Facilities Safety Board Recommendation 2004-1)*, Rev. 1, June 2005

DOE Standard Procedure, EH-3x-SP-01, *Identification, Prioritization, and Approval of Nuclear Safety Research*
DOE Standard Procedure, EH-3x-SP-02, *Surveying and Cataloging Nuclear Safety Research*
DOE Standard Procedure, EH-3x-SP-04, *Disseminating Nuclear Safety Research Results*

7. DEFINITIONS

None.

8. ATTACHMENTS

None.